

## **EQUAL EMPLOYMENT OPPORTUNITY ADVISORY COMMITTEE (EEOAC)**

Meeting date: **July 10, 2002**

**Prepared by:** Charles V. Ross

**Approved:** August 14, 2002

### **Members Present**

Analisa Bevan  
Russell Grace  
Teresa Medeiros  
Ivonne Guzman-Cicero  
Charles Ross  
Tony Dickerson  
Stephanie Hernandez  
Joe Guerrero

### **Guests Present**

Gayle Yost  
Mishon Robinson  
Al Ghaffari

### **Members Absent**

Judy Yee

The meeting was called to order at 9:50 a.m. The meeting was held via conference call between the Cal/EPA Headquarters Building located in Sacramento (Room 550) and ARB El Monte's Chairman's office in Annex I. The original meeting was scheduled to a videoconference but the El Monte videoconference room was released to another group's meeting. Next month's meeting will be a videoconference.

### **APPROVAL PREVIOUS MINUTES**

The committee approved minutes from the June 12, 2002 final version of meeting. The committee will consider approval of the May 8, 2002 minutes at the next meeting.

### **EQUAL EMPLOYMENT OPPORTUNITY COMMITTEE**

Gayle Yost reported that the Work Force Analysis report had been submitted.

### **DISABILITY ADVISORY COMMITTEE**

Stephanie Hernandez reported that planning has begun for the Cal/EPA DAC Awareness Event. Ivonne Guzman-Cicero reported that El Monte would also be having a DAC Awareness Event. Dates for the DAC Awareness Events are October 22, 2002 and November 13, 2002 respectively. Gayle Yost reported that the CalEPA DAC has primarily concentrated on Building issues for the CalEPA headquarters building. The CalEPA DAC is currently exploring their next set of goals as the majority of building issues have been completed.

### **CONTINUING (OLD) BUSINESS**

#### Disability Awareness Event

ARB will be conducting a Disability Awareness Event. Sacramento will be part of the Cal/EPA event on October 22, 2002. El Monte will also be having an event on

November 13, 2002. Tony will put together a memo for Mike Schieble with the hopes that the Executive Office would support staff's attendance to the event. Another EEOAC idea was a survey to determine if staff's reasonable accommodations are currently being met. The DAC subcommittee will meet 30 minutes prior to the next EEOAC meeting to offer suggestions/ideas about the survey to present to the EEOAC.

The Disability Awareness Seminar conference has been scheduled for November 13, 2002 in El Monte and tentative scheduled for October 22, 2002 in Sacramento.

#### Career Decision Making Seminar Planning

Career Development Seminar is ongoing business. The agenda continues to be refined to present a better seminar for staff. Committee members have worked out a base agenda of upward mobility topics that will be discussed. Final touches are being made to identify managers and staffs whom have went through the upward mobility process.

The topics to be presented during the seminar include: Introductions, Upward Mobility Tools, The Hiring Process – A Manager's Perspective, The Hiring Process – A Staff's Perspective, Training Opportunities, and Working in Sacramento and El Monte.

Gayle Yost will ask Sorocco Watkins for someone to speak about the hiring freeze, how during this hiring freeze upward mobility is a good way to advance, and training opportunities. Vickie Stoutingburg-Alwine and Laurie Rivera, and Mark Fuentes will be asked to provide a list of managers who have used upward mobility tools to augment their staffing needs. Also Vickie, Laurie, and Mark will be asked to provide a list of staff who have used upward mobility tools to promote themselves into more advanced positions.

Committee Members have also volunteered to moderate each topic in an effort to keep the seminar moving smoothly. Analisa Bevan volunteered to will speak on the manager's perspective and moderate that section, in Sacramento. Russell Grace volunteered to moderate the hiring process in Sacramento. Since there are only three members of the EEOAC in El Monte each will help with to moderate the seminar.

The seminar will be held in the Coastal Room (reserved by Teresa Medeiros) at Cal/EPA headquarters on September 24, 2002. El Monte will have a similar event on October 1, 2002. Start times are tentatively 9:00am.

#### **NEW BUSINESS / OPEN AGENDA**

The next meeting will be held August 14, 2002 at 9:30 a.m. at a specified location.

#### **ADJOURN**

The Chair adjourned the meeting at 11:35 a.m.